

080-231-5571-001

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION PROPOSED

POSITION DUTY STATEMENT

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Division of Rehabilitative Programs		POSITION NUMBER (Agency-Unit-Class-Serial) 080-231-5571-001		MCR / HCR 1/D	
DIVISION / UNIT Office of Correctional Education		CLASSIFICATION TITLE Television Specialist Correctional Facility			
		WORKING TITLE TV Specialist CF			
		TIME BASE / TENURE LT/Full Time	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>
LOCATION		INCUMBENT		EFFECTIVE DATE	

CDCR'S MISSION

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

Under the direct supervision of the Supervisor of Academic Instruction or Supervisor of Vocational Instruction, and the second-line supervision of the Supervisor of Correctional Education Programs, the Television Specialist (TVS) plans, organizes, directs and performs technical and professional work in connection with the writing and production of television and video tape-recorded programs.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Performs complex technical assignments, as well as creating communications for the Division of Rehabilitative Programs (DRP) Office of Correctional Education.

% of time performing duties **Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.**

35%

ESSENTIAL FUNCTIONS

Produces, sound recording, editing, dubbing, audio mixing, staging, lighting, in on-site and/or studio productions and messages to the incarcerated populations; conducts subject research and develops scripts based on the most effective method of presentation; develops approach and production methods necessary to produce continuity and required story lines; directs the technical and artistic developmental of television programs including the preparation of narration, dialogue, sound effects and music as required in the production; performs creative editing; selects and directs film cast, narrators or other personnel involved in a production; conducts still photography and processing; performs video recording of instruction and demonstrations to supplement education and rehabilitation efforts.

30%

Collaborates with staff and management and coordinates/implements rehabilitative television distribution programs and media production using equipment, technology, software, and systems used within the media center; establishes positive relationships and coordinates contacts with internal and external agencies; collaborates and problem solves issues related to inmate television distribution with Plant Operations, the

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<p>25%</p>	<p>Principal and other stakeholders; coordinates with the Teacher, High School, Physical Education, C.F. (Coach) regarding television distribution of the recreational videos; reviews and implements requests for information to be placed on TV systems; serves as a liaison regarding television distribution and programming; assists the institutional In-Service Training (IST) unit to produce, program, and present IST Programs over television system</p> <p>Maintains security of the media center tools and equipment on the work site; prepares and submits equipment inventories and status reports of broadcast schedules, messaging video recording sessions, and other documents as required; produces copies of video files and video DVDs; schedules preventative maintenance, upgrades and replacement of supplies and equipment, as needed; installs, calibrates, operates and maintains video production equipment; troubleshoots problems and perform minor repairs; supervises assigned inmates; provides formal and on-the-job training for production techniques, operation and equipment maintenance to appropriate workers; orders, controls, and coordinates the use of supplies, materials, videos, and equipment.</p>
<p>10%</p>	<p>Participates in conferences, seminars, training, and staff meetings; remains current with new developments in the professional work of television production; meets institutional training obligations; performs other duties as assigned.</p>

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

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To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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